

NCCA EXECUTIVE DIRECTOR JOB DESCRIPTION

A. LEADERSHIP AND PUBLIC RELATIONS

- 1) Has an in-depth understanding of the philosophy and operation of the comprehensive community college and its place in higher education in the educational community of today
- 2) Accepts and promotes the philosophy that a leader's primary function is to serve as a facilitator
- 3) Is highly motivated and professional
- 4) Works well with all constituencies c within and outside the higher education arena

B. ADMINISTRATION

- 1) Acts as chief administrative officer
- 2) Initiates and manages board functions and policies
- 3) Employs, supervises, and evaluates staff
- 4) Assures that all information, publications, and reports are professional, well-documented, and timely
- 5) Prepares various reports to the Coordinating Commission, legislature, governor's office, and state agencies
- 6) Annually updates enrollment and financial historical records of the system
- 7) Association and System Strategic Planning: Monitors implementation of current association/system strategic plan and prepares quarterly reports
- 8) Reviews NCCA bylaws and policies at least annually or as circumstances require. Identifies possible changes for Bylaw & Policy Review Committee as circumstances arise
- 9) Monitors association expenditures on a monthly basis and signs all checks

C. PLANNING

- 1) Recommends association goals and objectives and strategic planning
- 2) Recommends basic policies and programs to achieve goals and objectives and evaluates effectiveness of goals and objectives
- 3) Recommends the association budget for upcoming year

D. LEGISLATIVE RELATIONS

- 1) Understands how the Legislature works and how to effectively promote or oppose legislation pertaining to community colleges
- 2) Understands community college funding issues, including state aid distribution formula and major policy issues at the local, state, and national levels
- 3) Facilitates the consensus development process in deciding upon a legislative agenda and assists the individual areas to better understand it
- 4) Analyzes proposed legislation and develops timely and appropriate responses

- 5) Prepares the annual community college state aid budget request documents, including rationale and collection and analysis of data used to support request
- 6) Prepares position papers, support documents, reports and other publications in support of lobbying activities
- 7) Monitors legislation affecting community college throughout legislative session and prepares legislative newsletters for governing board members and administrators
- 8) Acts as liaison with legislature and governor and develops an effective working relationship with other key state government officials
- 9) Monitors federal legislation affecting the community colleges

E. AREA/STATE COORDINATION

- 1) Maintains contact and communication with all area boards and administrators
- 2) Facilitates a cooperative relationship among the six areas
- 3) In the case of a conflict between areas, proactively seeks to resolve the conflict prior to it reaching the NCCA Board.
- 4) Serves as community college representative on various councils, committees, boards, and taskforces
- 5) Maintains close relationship with Coordinating Commission for Postsecondary Education and other sectors of education to develop better communication and common objectives
- 6) Identifies and coordinates opportunities for increased statewide program coordination